Topic	Risk Identified	Level of	Management of risk	Action	Likelihood			
Financial Baserds 9 Co	Long due to computer has alideur	Risk	Bogulorly book up files (Beel	Ongoing	of event	of Risk	х	Comments
Financial Records & Genera Correspondence	Loss due to computer breakdown, etc.	5	Regularly back up files (Back up Media to be kept remotely)	Ongoing	Medium	7	35	Done continually; no unrecoverable data over 24 hrs old. Physical back-up media stored off premises.
Cyber Liability	Risk of Cyber theft/ destruction	5	Back up as above plus latest anti- virus software installed 12/17	Ongoing	Low	5	25	Cyber theft would not affect monies; internet not used for banking or payments; virtual records could be affected
/AT	Claimed within time limits	4	Agree returns submitted	Ongoing	Medium	5	20	Claimed twice per year via new HMRC Digital Claim method
Members interests	Conflict of interest	5	Update declarations of interest annually	Clerk to check annually	Low	4	20	Up to date. Members declare any interest in items on the Agenda of each Parish Council Meeting
Assets	Risk or damage to third party property or individuals	3	Review adequacy of Public Liability Insurance	Diary – annual review	Low	6	18	New 3 year Insurance agreement in June 2017. Damage to property and third party individuals covered
Staff	Personal Liability of Councillors/Staff	3	Liability Insurance	Annual Ongoing Insurance to be Renewed	Low	6	18	Continuance of Public and Personal Liability Insurance
Assets	Loss, damage, etc.	4	Annual inspection, update insurance and asset registers	Diary – annual review	Medium	4	16	Playgrounds = £47104; Street Furniture = £10832; Insurances and Assets reviewed annually. PC inspect equipment regularly
Staff	Loss of key personnel (Clerk)	3	Hours, health, stress, training management	On Going.	Low	4	12	All PC members & Clerk happy with the current set up Dec 2018; Salary due review in 2019
Precept	Adequacy of precept	2	Monthly review of budget to actual expenditure	Clerk produces monthly budget summary	Medium	5	10	To be assessed for 2019/20 to cover expenditure forecast including Election costs
egal Powers	Illegal activity or payment	3	Educate Council as to their legal powers	Training for Clerk and Councillors	Medium	-	9	
Best Value	Overspend on services	3	Ensure correct tendering for services	Ongoing	Medium	3	9	Training undertaken. Revised Governance Arrangements undertaken
						2	6	Grass cutting re-tendered Autumn 2017. 3 year term.
Precept	Not paid by CDC	2	Clerk to check & liaise with DC	Diary	Low	2	4	On going - paid up to date
Direct Costs & overhead expenses	Invoice incorrectly calculated	2	Check arithmetic	Ongoing	Low	2	4	New Internal Auditor appointed 2016. All accounts fully computerised & self balancing. Reconciled to bank for every transaction
Direct Costs & overhead expenses	Cheque payable to wrong party	2	Signatories initial stub & invoice	Ongoing	Low	2	4	Yes -also clerk signs all invoices
Financial Records	Inadequate records	2	Clerk to check quarterly and regular internal audit	Diary	Low	2	4	Records more than adequate. Chairman to agree balance sheet and bank reconciliation periodically during the year
Minutes	Accurate and legal	2	Review at following meeting	Ongoing	Low	2	4	Agreed, signed at next PC meeting & posted. Up to date Nov 2018
Staff	Fraud	1	Fidelity Guarantee Insurance	Review sum insured on annual basis	Low	2	2	Fidelity Insurance £150,000 - We are aware of the risk & accept the value of cover.
Cash	Loss through theft or dishonesty	0	Insurance cover review – ensure adequacy of fidelity guarantee	Review sum insured on annual basis	Low	2	0	No cash held
Salaries	Wrong salary paid	1	Clerk check to agreement	Signatories to check	Low	2	2	Ongoing & correct at Dec 2018
Direct Costs & overhead expenses	Goods not supplied	1	Clerk/Councillors to monitor	Ongoing	Low	2	2	Ongoing & correct at Dec 2018
Effectiveness of Internal Audit	Failure to meet statutory & financial requirements	4	Clerk/Councillors to monitor	Ongoing	Low	6	2	New Internal Auditor appointed 2016 and audited annually by independent auditor
Date of assessment	2nd January 2019		Agreed by		•			
			Signed	Chairman				

Clerk

Minuted 22nd January 2019 Minute number: 892

Signed